

R – Event Planner

General Information

SOURCES SOUGHT NOTICE ONLY

Contracting Office Address

Architect of the Capitol, AOC Procurement Division, Ford House Office Building
Second and D Streets, S.W., Washington, DC, 20515, United States

Description

THIS IS A SOURCES SOUGHT ONLY. This is not a solicitation announcement. No contract will be awarded from this announcement. No reimbursement will be made for any costs associated with providing information in response to this announcement. If you have already submitted your information in response to DC-AOC-08-00001, you do not need to resubmit.

The Architect of the Capitol is seeking sources that may be capable of providing professional and creative event planning, coordination, program development, program execution, and support of special events and/or programmed exhibits scheduled and conducted at the U.S. Capitol Visitor Center (CVC) in conjunction with CVC management staff.

If required, the event planner must be able to perform the following functions: Facilitate programmed activities for attendees including initial inquiry through concept, menu and proposal writing, walk-through, conduct/attend pre-event meetings, provide creative support including theme development and slogan design, formation of an appropriate marketing strategy, provide technical support and facilitation of flow layout and banquet event order (BEO) review, provide as needed decorations, effectively communicate project status with other team members and the CVC Food Service and Event Director, coordinate support for program agenda creation, guest speaker coordination, prepare all materials for on-site events, follow-up with prospects, coordinate room layout plans for main sessions, meal and break planning, assist with site research, create/send invitations and manage RSVPs, selection and on-site staffing exhibits/demonstrations, security, interactive sub-conferences and other miscellaneous conference activities, coordinate talent as required for entertainment/educational/exhibit program, create meeting space graphics/drawings including seating charts to facilitate event activity planning, crowd control, provide online and onsite registration support and badge printing, respond to registration inquiries, assist with invoicing and payment.

Contractors with the capability of providing services described above are invited to submit, in writing, sufficient information which demonstrates their ability to fulfill the requirements. Capability Statements shall be limited to no more than three (3) pages. Standard brochures will not be considered a sufficient response to this notice. Capability Statements should include the following: (1) Name of vendor; (2) DUNS Number; (3) Business Size; (4) Contact Information; (5) Description of the capabilities possessed for meeting this requirement; (6) Experience in full range and full service event coordination from pre-event planning, event execution, and post-event functions. Businesses should submit an electronic copy of the requested information to Carmelita E. Wesley, at cwesle@aac.gov no later than 3:00 P.M., EST, 27 March 2008. No feedback or evaluations will be provided regarding the information provided.

All respondents must be registered in the Central Contractor's Registration (CCR) file, which may be accomplished via the Internet at <http://www.ccr.gov>.

Point of Contact

Carmelita Wesley, Contract Specialist, Phone (202) 225-2507, Fax (202) 225-3221

Place of Performance

Address: Washington, DC
Postal Code: 20515
Country: USA